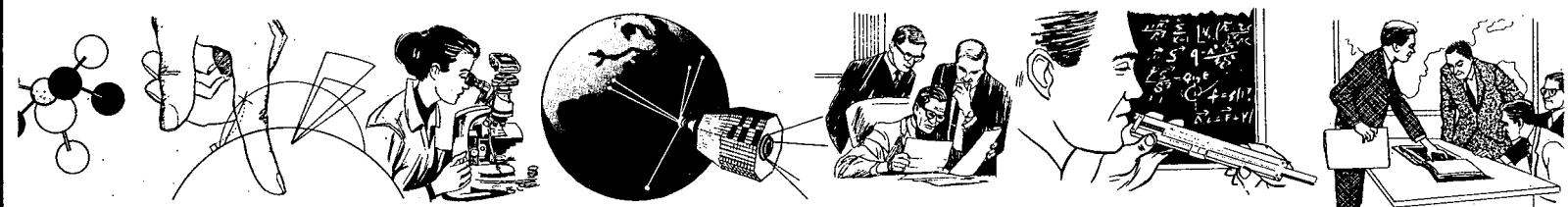




intelligence professions



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PREPARED BY THE CENTRAL INTELLIGENCE AGENCY, OFFICE OF PERSONNEL



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THE
INTELLIGENCE
PROFESSION



In international affairs, intelligence is knowledge and foreknowledge—fact and estimate. In peace, it is that knowledge of the world about us that is essential to the preservation of peace. In war, it is knowledge of the enemy without which there is no victory. It is the never-ending quest for an accurate and objective understanding of men and events throughout the world.

Intelligence is the support of policy, the prelude to decision, and the guide to action. The intelligence mission places a heavy premium upon the character and the abilities of those who engage in it. The Central Intelligence Agency needs young men and women of intellect and dedication who are interested in having a part in this mission.

It is the responsibility of the Central Intelligence Agency to collect, digest, collate, and interpret the intelligence information needed by the senior policy officers of our Government in making the decisions required of them in times of peace or national peril. This is a proud responsibility. The CIA is the *central* U. S. intelligence agency. It has access to *all* foreign intelligence produced by the United States.

The Central Intelligence Agency was established by Congress under the provisions of the National Security Act of 1947. It reports to the National Security Council of which the President of the United States is chairman. The Council's primary mission is to appraise U. S. objectives, commitments, and risks in the light of our ability to achieve our national security objectives, and to reach decisions on national policy and courses of action.

The mission of the CIA, therefore, is to provide the most accurate, comprehensive and objective information available about national security matters, together with whatever can be learned or deduced about possible impending foreign developments.

The need for such a centralized non-partisan intelligence service was dramatically exposed at Pearl Harbor on December 7, 1941. The requirement was made all the more real by the threat posed by the rapid increase of international communist efforts shortly after the close of World War II.

Other departments and agencies within the Federal Government produce intelligence for their respective needs; the creation of the CIA in 1947 provided a coordinating agent for the Executive Branch.

The other Governmental intelligence organizations work closely with the CIA within the framework of the United States Intelligence Board, whose Chairman, the Director of Central Intelligence, is also the principal advisor on foreign intelligence to the President and the National Security Council.



THE
RESPONSIBILITY
OF CIA



THE
PRODUCTION
OF
INTELLIGENCE

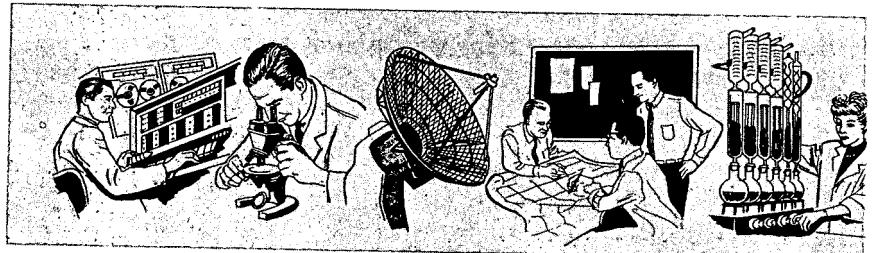
Intelligence work is more complex than it is represented to be in the public media. It is important, therefore, to separate fact from fiction in discussing the role of CIA in American society.

The Central Intelligence Agency accomplishes its responsibilities through a process known as the intelligence cycle. It is a continuous sequence of action which begins with identification of needs for information. These needs are defined and become requirements upon Federal intelligence organizations to collect the information needed from all possible sources. In response to these requirements quantities of information, in many forms and from a variety of sources, reach the analytic staffs in CIA and the other intelligence agencies. These staffs, trained in evaluation and the techniques of research and analysis, sift the mass of data, analyze it from every relevant point of view, augment it by further research where necessary and produce syntheses of information which are comprehensive, timely and responsive to specific needs. This finished intelligence takes the form of brief, accurate accounts of events abroad, placed in context, related to one another and presented in concise form to the senior policy advisors of the Government. CIA has facilities second to none for the analysis, collation, storage and retrieval of information.

The importance of the intelligence process is exemplified by the Cuban missile crisis which began developing in mid-1962 when reports of Soviet military aid to Cuba came pouring in from many sources. It was necessary to sift and verify a deluge of data. Additional evidence from aerial photography made it apparent to American intelligence analysts that a massive increase in Soviet military aid to Cuba, including the installation of offensive ballistic missiles, was under way.

The rest is history. Having accurate knowledge of the Soviet-Cuban operation, President Kennedy was able to make the decision best suited to the security interests of the United States.

INTELLECTUAL RESOURCES

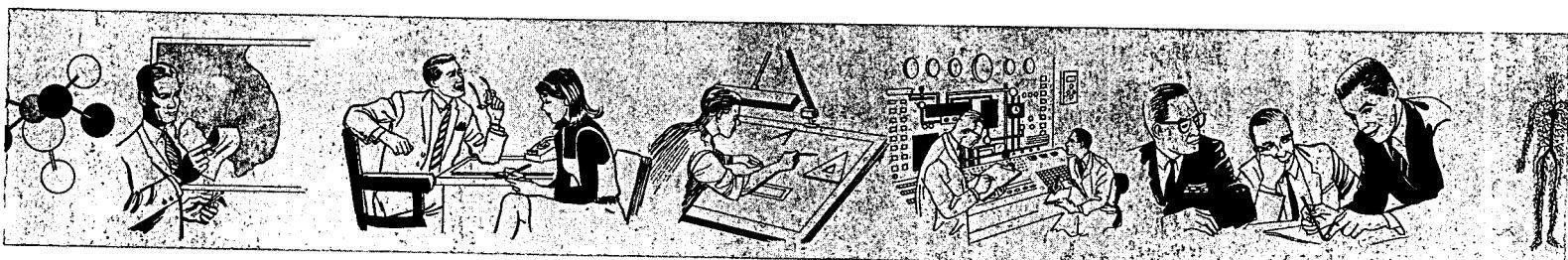


The CIA needs scientists, economists, engineers, linguists, mathematicians, historians, artists, lawyers, editors, administrators, librarians, experts in communications and data processing; in short, people trained in all fields of study. Challenging questions are put to its experts in every field; intellectual discipline, objectivity, and imaginative insight are needed to answer these questions. We require, and therefore help develop, a wide variety of technical skills ranging from computer technology to photo interpretation. Our great concern with world languages has led us to pioneer in experimental linguistics and language training.

The need for a variety of disciplines and skills is illustrated by examples of our work. One office prepares daily and weekly reports on important developments around the world. These may give the policy-maker his first knowledge of new events and a quick judgment as to their significance. The job uses all the skills that go into the making of a great metropolitan newspaper or a national magazine. Foreign area specialists, political analysts, international relations experts, economists, military specialists, historians, editors, graphic artists and makeup men all find a role in developing and presenting this kind of intelligence. An ability to write rapidly and well is vital to such an assignment.

It is the task of another office to render judgments on the intentions and capabilities of foreign Governments. The preparation of these estimates requires an ability to weigh political, diplomatic, economic and social factors. The need here is for people with graduate degrees in area studies, international relations, economics, history and anthropology.

Another office is responsible for research, analysis and reporting in depth on foreign



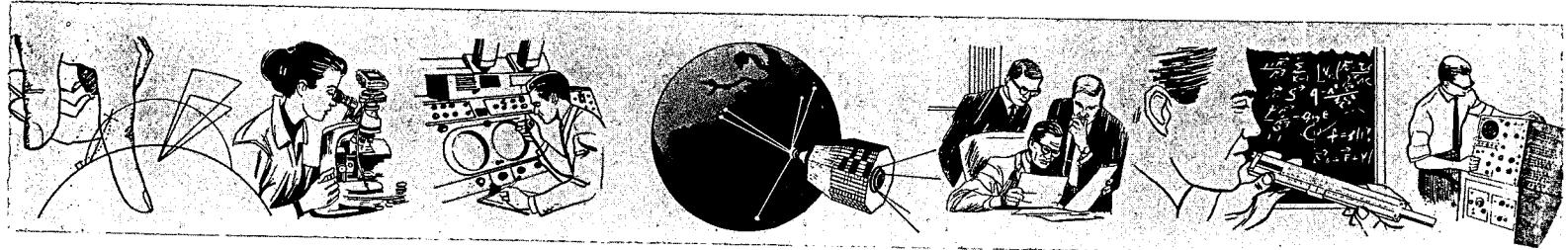
economic systems. Involved is the measurement of aggregative economic performance or detailed research into specific aspects of an economy, such as its major industries, transportation, agriculture, international trade, and finance. For these assignments, graduate students are sought in economics, economic history, economic geography, international trade and finance.

Graduate students in geography whose curriculum has embraced cartography on a foreign region may be assigned to this category in research and analysis, and in preparation of reports and maps concerned primarily with environmental characteristics of foreign areas. Candidates must be able to conduct research in a language of the area. Factors pertinent to political, military, and economic activities are studied in the course of individual, problem-oriented projects.

The impact of science and technology on intelligence production makes it mandatory that our Government be aware of scientific progress in all parts of the world. CIA has offices devoted to this purpose; to the intensive study, for example, of nuclear science, space technology and missile systems. These offices need nuclear physicists, aerodynamicists, mathematicians, astronomers, radar and electronics specialists, engineers, chemists and many other scientists. A number of devices and techniques used in this field were developed by Agency scientists.

In our offices where photogrammetry is used, photo scientists, geologists, geodesists, geographers, foresters, mathematicians and architectural and civil engineers are needed.

Physical and life scientists may join teams which survey foreign scientific literature in order to discover the nature and purpose of



foreign research and see how it compares with our own.

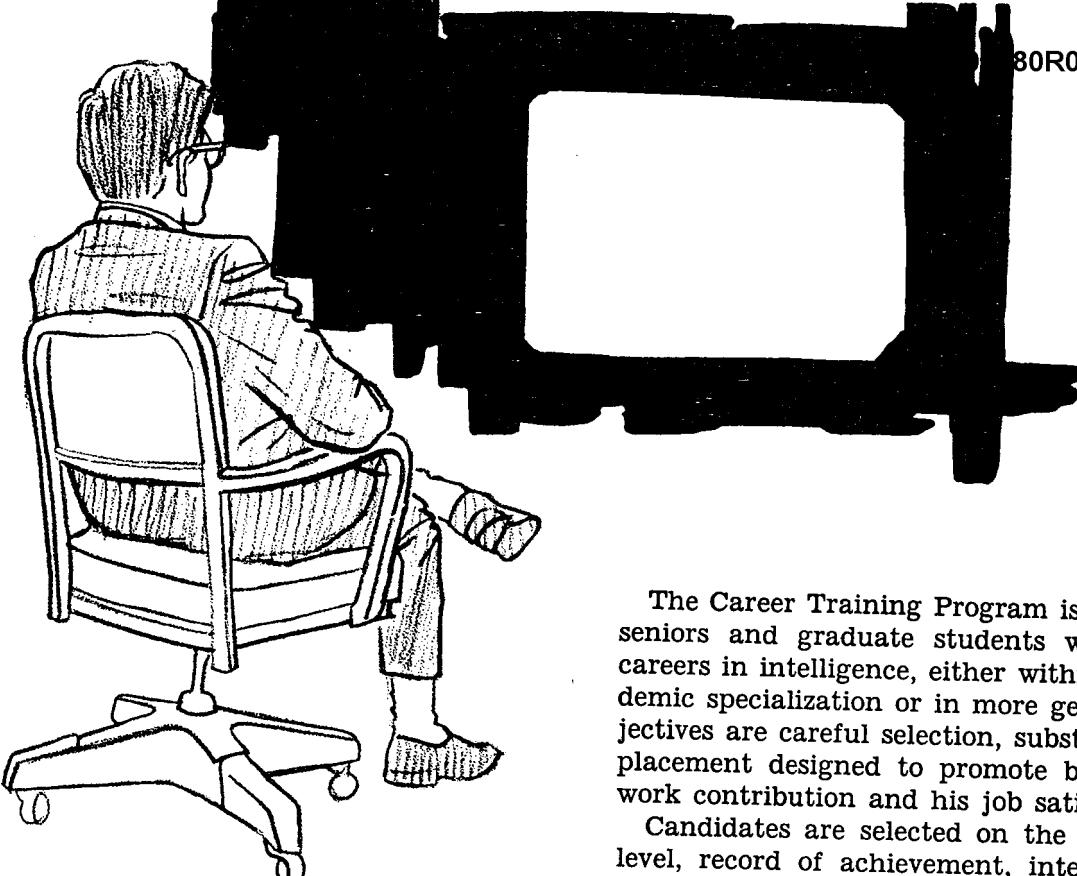
The CIA is especially active in putting computers to work on management as well as on scientific and engineering problems. The pressing need for orderly handling of the mass of data the Agency receives has made it a leading innovator in the field of information retrieval. These offices offer mathematicians, systems analysts, programmers and electronic engineers career opportunities in a unique and progressive data processing complex.

The Agency, of course, must have an effective administrative support arm to keep all of its human, mechanical, and operational elements functioning effectively. This major activity offers career opportunities for the law graduate, public administration major, doctors, medical technicians, personnel manage-

ment specialists, communications engineers and technicians trained in telecommunications. The field of logistics needs specialists in supply, purchasing, transportation, contract negotiation, printing services and civil and mechanical engineering. Budget and fiscal activities, accounting, auditing and records management constitute other administrative career specialties, and the CIA depends continuously upon its professional security officers to maintain the security of its facilities, buildings and operating procedures.

As new members of our organization begin to find themselves—by developing special interests and capabilities and by discovering preferences for certain kinds of work—they are encouraged and given special training. Their progress can be as rapid as their demonstrated capacity to move ahead.





CAREER TRAINING PROGRAM

The Career Training Program is open to graduating seniors and graduate students who wish to pursue careers in intelligence, either within their area of academic specialization or in more general fields. Its objectives are careful selection, substantial training, and placement designed to promote both the individual's work contribution and his job satisfaction.

Candidates are selected on the basis of intellectual level, record of achievement, interests and aptitudes relevant to our work, and physical and emotional fitness. Prior military service, graduate study accomplished or in progress, some knowledge of a foreign language or travel abroad are all desirable qualifications. Those appointed to the Program enter on duty as trainees and receive several months of formal and on-the-job training before assignment to one of the Agency's functional Career Services.

Professional employees who are assigned directly to jobs at the time of appointment may apply for enrollment in the Career Training Program after a period of successful work performance. Each year's classes include many internal candidates who thus have demonstrated career growth potential.



SPECIALISTS

Career employment opportunities exist in many different fields of specialization. New employees are selected from among recent college graduates, those holding advanced degrees and young men and women who have completed their college studies and have demonstrated their abilities in other employment environments.

Provision is made for full participation in CIA's career development program, which includes orientation and Agency training for on-the-job responsibilities. Opportunity exists for publication in certain professional fields.

Employment is centered in the Washington, D. C. area, with opportunity for periodic orientation and research trips to overseas areas.

MARYLAND

MONTGOMERY CO
DISTRICT OF COLUMBIA

WASHINGTON D.C.

CIA Headquarters.

RT. 123

Chain Bridge

GEORGE WASHINGTON MEMORIAL PKWY.

CANAL ROAD

Key Bridge

K ST.

White House

CONSTITUTION AVE.

INDEPENDENCE AVE.

Roosevelt Bridge

Memorial Bridge

Pentagon

14th St. Bridge

RT. 1

VIRGINIA

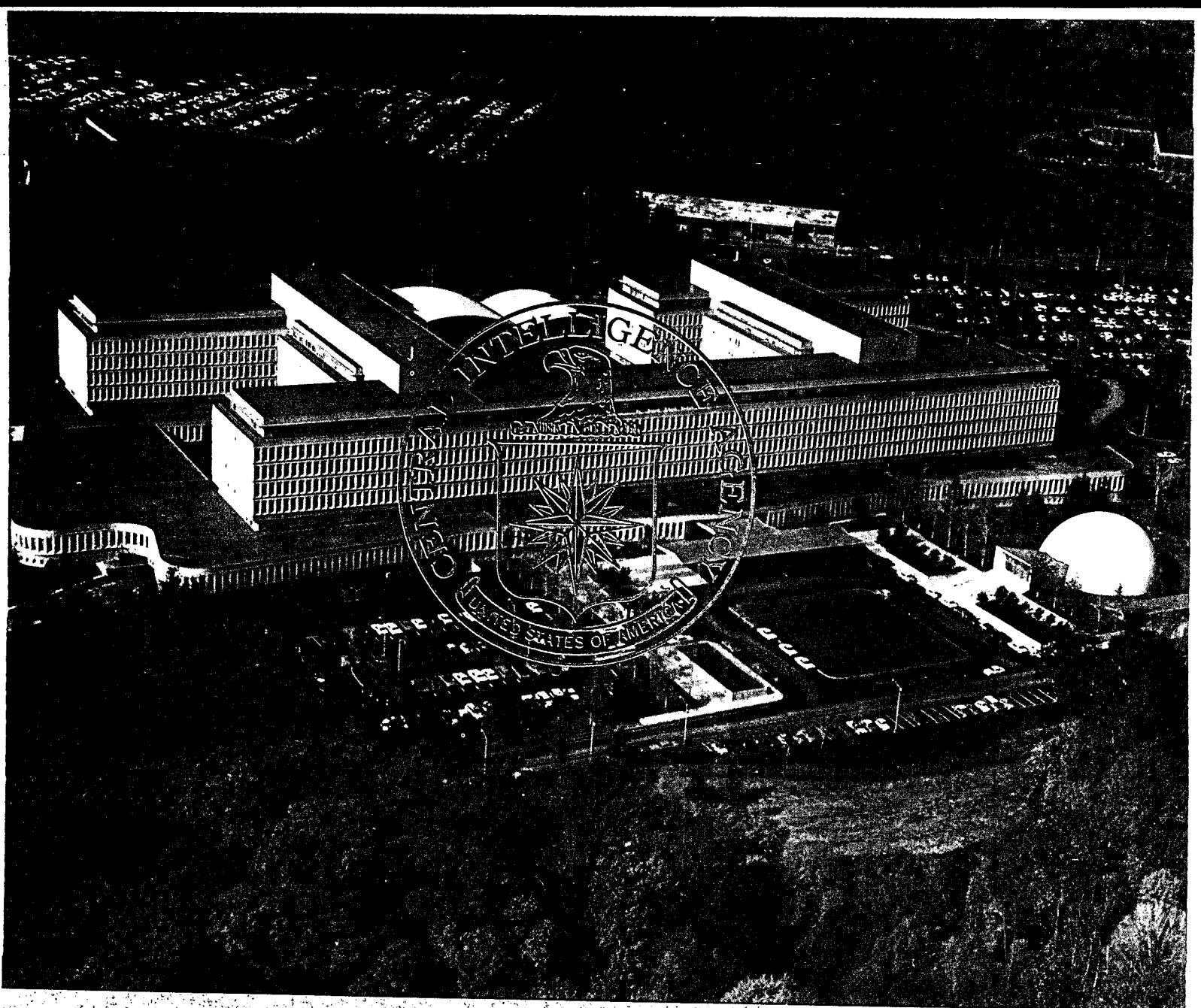
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FAIRFAX CO
ARLINGTON CO

LEE HIGHWAY

RT. 29-211

SHIRLEY MEMORIAL HIGHWAY



HEADQUARTERS BUILDING, Langley, Virginia

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CAREER SERVICE PROGRAM

Each new employee is assigned to a Career Service which includes the field of vocational interest in which he is most likely to develop and advance his career.

Provision is made for the individual's subsequent transfer to another Career Service if his professional growth or the changing needs of the Agency would be better served.

Each Career Service is administered by a board of senior officials who make decisions affecting promotion, assignment, training, and other career development actions for each member of the service. Board decisions are based upon performance, estimates of potential, the needs of the Agency and the member's stated preferences.





CONTINUOUS TRAINING

Formal and on-the-job training of employees throughout the early and midcareer stages of employment is given special attention. Professional training is given not only within the CIA but also at other Government training establishments and at private institutions. An employee's work-week may be rescheduled to allow him to take relevant courses at local universities that are offered only during the normal working day.

The CIA has an exceptionally fine laboratory for foreign language instruction—on or off the job.

GENERAL INFORMATION

The CIA has developed its own procedures for employment and career development. Employees participate in retirement, life and health insurance and leave programs, and are paid in accordance with the Civil Service pay scales established by Congress.

Employees must be American citizens, and must have been American citizens for at least five years.

Under Agency retirement policy, employees are expected to plan for retirement at age 60. Reserve officer units of the Army, Navy, Air Force and Marine Corps are provided by the military services for Agency participants.

The Central Intelligence Agency is an Equal Opportunity Employer for all qualified personnel.

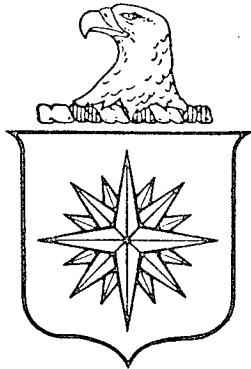
CIA employees enjoy the normal benefits and privileges of government service, which include annual leave computed according to length of service, including active military service. An employee with less than three years of service earns 13 working days of leave a year. With three years but less than fifteen years, he earns 20 days of leave a year. After fifteen years, vacation leave increases to 26 working days a year.

Sick leave for all employees accumulates at the rate of 13 working days a year. This leave accumulates without limit and offers a degree of income security.

Undergraduates attending one of the colleges or universities which conduct work-study cooperative education programs are encouraged to inquire as to the possibility of employment with CIA. We employ a limited number of students each year through Co-Op channels.

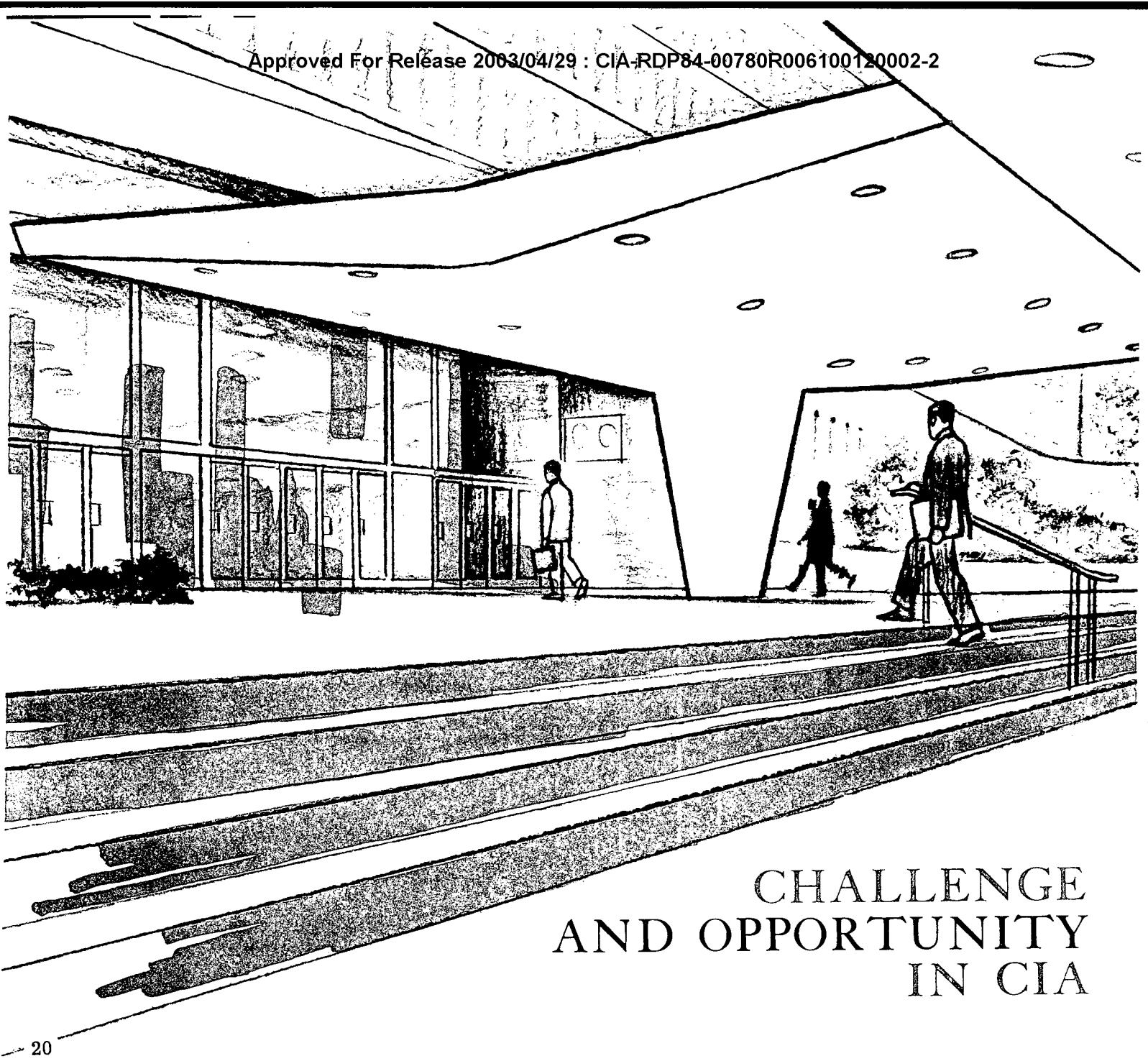
Overseas tours for either brief or extended periods are essential in some career fields. In others, overseas duty is not required, but opportunities for service abroad are sometimes available.

In addition to the many educational and cultural advantages derived from living in the Washington area, the Agency itself makes available to its employees a variety of social, athletic and cultural activities.



SALARIES AND PROMOTIONS

Starting salaries depend upon education, previous work experience and the type of work for which one is selected. Agency employees receive periodic evaluations of their performance and potential. These evaluations are reviewed by the individual with his supervisor. Promotions are competitive within each career field and are based upon a careful review of all aspects of performance and recognized potential.



CHALLENGE
AND OPPORTUNITY
IN CIA

The primary end products of intelligence are factual information and impartial judgment. The Agency endeavors to give the policy-makers the truth, good or bad.

The job of the CIA is never static. Its varied tasks in a complex world offer challenges which can be found in few other activities inside or outside of Government.

The prime need of the Central Intelligence Agency is for young men and women who have a strong sense of history and of the forces of international economics and politics. The Agency is interested in individuals who are intelligent, resourceful, of good character, personable and who are willing to accept responsibility, to serve at distant posts if need be, and to devote their talents and energies to tasks which often must remain anonymous. They should be strongly motivated by the desire to participate in a public service vital to the security of the United States.

Whether you begin your intelligence career as a Career Trainee, as a specialist or in some other capacity, you will experience the challenge of interesting and satisfying work which contributes significantly to the security of our nation. As a profession, American intelligence is relatively young. A great many lessons have been learned, principles of method and procedure have been identified and techniques and skills established.

You will find that nothing is considered more essential in the Agency than the careful selection, training, growth and development of its people. The CIA officer is a conscientious holder of the public trust. If you are interested in Government service and in devoting your best efforts to this vitally important field, you can be assured that CIA will encourage your progress in its organization.



HOW
TO
APPLY

Because of the nature of its responsibilities, CIA must conduct an extensive investigation of the character and qualifications of each applicant who is tentatively selected for employment. It is important that you apply well ahead of the desired date of entrance on duty with the Agency. There are three ways to apply:

1

If you are in college, see your Placement Officer and request an interview with the CIA representative who visits your campus from time to time, or whose regional office may be situated nearby.

2

Write to the Director of Personnel, Central Intelligence Agency, Washington, D. C. 20505. Enclose a resume of your education and experience and ask for preliminary application forms.

3

Come to the CIA Recruitment Office, Ames Center Building, 1820 North Fort Myer Drive, Arlington (Rosslyn), Virginia. No appointment is necessary for an interview during weekday business hours. Employment inquiries may be made by calling Area Code 703, 351-2028.

Major Degree Fields**Some Typical Duties**

Engineering
Physics
Chemistry

Research, design, and development of technical devices, equipment, and systems in support of intelligence, or analysis and evaluation of the performance capabilities of foreign devices, equipment, and systems.

Mathematics
Computer Science

Computer application in support of scientific and technical intelligence, or mathematical application to photogrammetry.

Geography
Cartography

Research and analysis of the physical and cultural aspects of foreign areas, or research and compilation of data leading to the preparation of special subject maps; analysis and interpretation of photography of intelligence value.

Economics
Economic Geography
International Trade

Collection, research, and measurement of aggregative economic performance or sector performance of foreign economics.

Accounting

Accounting, auditing and financial support of intelligence activities.

Library Science

Reference, acquisition, cataloging; maintenance of a vast collection of foreign and domestic publications and documents in support of intelligence research.

Foreign Area Studies;
International Relations;
Political Science;
Journalism;
History; Linguistics

Collection, evaluation, research, and analysis of the political, historical, and social dynamics of all foreign countries and areas of the world.

Psychology (PhD)

Psychological support and research; advisory and consultative services in the selection and utilization of professional personnel.

Stenographer/Typist

Any Degree; for young women interested in overseas service early in their careers, there are excellent opportunities for qualified stenographers and typists to give clerical and semi-administrative support to intelligence activities.

NOTE:

This list is by no means all-inclusive. As personnel requirements are filled or modified, the Agency's recruitment emphasis upon one discipline or another, or upon certain combinations of disciplines, may vary.

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